

**INFORMATION TECHNOLOGY ADVISORY BOARD
MINUTES – DECEMBER 2, 2005
COMMUNITY COLLEGES BOARD ROOM**

The Information Technology Advisory Board (ITAB) held a called meeting on December 2, 2005, at 10:00 a.m., in the Department of Community Colleges Board Room, Caswell Building, in Raleigh. Secretary of Revenue, Norris Tolson, presided.

The following ITAB members were present:

Norris Tolson, Chair
Anne Bander
Joseph Cooper, Jr.
Lee Mandell
Renee Martin (via teleconference)
John McCann
Robert McMahan (via teleconference)
Thomas Miller
Dede Ramoneda
Steve Rao

The following ITAB members were absent:

Bill Albers
Jim Anderson

OPENING REMARKS/INTRODUCTIONS

Chair Norris Tolson welcomed the ITAB members and asked that everyone at the table identify themselves for the benefit of those who were participating via conference call. He also introduced Jonathan Womer, Assistant State Budget Officer for Information Technology, and Bill Willis, Deputy State CIO, presenters for today's meeting. Also seated at the table was State CIO George Bakolia. Chair Tolson stated that the purpose of this meeting was to address agenda items that were not covered at the October 25, 2005 meeting because of time constraints, and so that the group could offer their input on these items before moving into the new year.

CONSOLIDATION STUDY REPORT

Jonathan Womer presented a basic outline for the Senate Bill 991 Report. Portions of this legislation encouraged the consolidation of IT infrastructure, staffing and expenditures where a statewide approach will be more economical, modern, and secure. In the first phase of the consolidation efforts there will be a pilot phase involving five state agencies: the Governor's Office, the Lieutenant Governor's Office the Office of State Budget and Management, the Department of Administration, and the Office of State Personnel. The project plan, or roadmap, includes consolidation of the network, security, data center operations and desktop/LAN services, where appropriate by the end of July 2006. An evaluation will be conducted at the end of the pilot, and benefits and costs will be documented before moving to the next phase. Jonathan said that the Office of State Budget and Management (OSBM) would appreciate feedback from the ITAB regarding the proposed Consolidation Pilot Project as soon as possible. He added that

OSBM has been visiting with the agencies and asking for their feedback which has been very helpful. In the discussion following Jonathan's presentation, Joe Cooper suggested that a post mortem be added to the pilot. Chair Tolson added that it will be important to provide incentives to the agencies to encourage consolidation. Tom Miller expressed concern about the pilot's aggressive timeline.

Jonathan noted that the Contract and Project Management section of the SB 991 report deals with the issue of contractors leaving state jobs and taking knowledge of the business with them before that knowledge can be transferred to state personnel. Specific recommendations within the plan suggest converting these contractors to state positions for recurring activities where contractor positions have been filled for at least 12 months. Jonathan also noted that consolidation may be across agencies as well as within agency divisions. His report to the legislature is due in January 2006. State CIO George Bakolia noted that when the General Assembly returns, he will be asked to report what progress has been done during the implementation of SB 991. He added that so far the savings achieved have been noteworthy.

Chair Tolson reminded the group to review the slides and give their feedback to Jonathan before the end of December.

SHARED TECHNICAL INFRASTRUCTURE REPORT

Bill Willis gave a power point presentation that focused on the three key areas of ITS Shared Technical Infrastructure: Operational Excellence, IT Consolidation, and Technology Planning. Bill reviewed results and next steps from the ITIL Foundation training that ITS has been conducting as part of its Operational Excellence Program. A Technology Planning Group composed of a representative group of state agencies has been formed to identify opportunities for improved leverage of technology, infrastructure, and services to the state. This group will also provide advice and consultation to the State CIO. Chair Tolson reminded the members that their duty is to advise the State CIO on how the state can receive a better return on its dollar by providing better IT to the state and offer a broad vision of what we should be trying to achieve. Saving money is not the only objective of SB 991, but to prioritize what we are doing in IT. He added that security will be one of the areas where the group will be able to help shape policy. He also added that this group brings additional weight when going before the General Assembly.

John McCann requested clarification of the State CIO's obligation to the ITAB. George Bakolia responded that he is responsible to the Office of the Governor and to the Legislature, but he still appreciated guidance and advice from the ITAB to help him carry out his IT agenda. Chair Tolson noted that when he felt this body was no longer being used as a vehicle for guidance and advice, he would recommend they disband.

BY-LAWS

Anne Bander announced that the By-Laws Committee would meet immediately following the full board meeting.

UPCOMING INITIATIVES

Chair Tolson asked the ITAB to review a potential initiatives list for discussion at 2006 meetings. Topics include:

- 991 Report Follow-up

- Early Spring progress report to Governmental Operations (Report Card concept)
- State CIO/Administration Group Pilot Project
- Genuine agency CIO concept for all state government
- Security assessment – agency reassessment
- Emergency management coordination

Steve Rao requested more information on the statewide procurement process. Mr. Bakolia said he will ask the ITS Procurement Officer to make a presentation on state procurement at the next meeting of the board.

NEXT MEETING

The next meeting of the ITAB will be held Tuesday, January 24, 2006, at 10:30 a.m., in the Community Colleges Board Room of the Caswell Building in Raleigh.

ADJOURN

The meeting adjourned at 12:10 pm.